

# VERMONT DEVELOPMENTAL SERVICES

## LOCAL SYSTEM OF CARE PLAN

### Instructions for the 3-Year Plan FY '05 – FY '07

**Plan Period: July 1, 2004 – June 30, 2007**

**Date Due: January 31, 2004**

### **Purpose**

There are two primary purposes for the local system of care plan:

1. To ***guide the development of local services***, including identifying priority areas of support and use of resources; and,
2. To ***inform the State System of Care Plan and the annual budget process***.

### **Part 1      Plan Development**

Define the ***sources of information*** that you used to inform the planning process. Include, when relevant, ***how you obtained input*** (e.g., meetings, surveys, public forum, interviews, etc.)

Be as specific as possible. Examples of people and organizations to get input from include:

- people who receive services/self-advocacy groups
- agency standing committee members
- all other DS service providers in your region
- state and local staff and contracted providers
- family members/family advocacy groups
- other advocacy organizations (e.g., Vermont Center for Independent Living)
- private and public guardians/representative payees
- vocational service organizations (Vocational Rehabilitation/Department of Employment & Training)
- Social & Rehabilitation Services
- mental health providers/psychiatrists/psychologists
- regional transportation providers
- health care providers/doctors/home health & hospice/  
visiting nurses
- local schools/ special education coordinators/Core

#### Transition Teams

- nursing facilities
- Residential Care Homes
- elder services/Area Agency on Aging/adult day centers
- other community services/organizations/clubs/etc.

Other resources to use to inform the planning process include:

- DDS Quality Service Reviews
- appeals and grievances
- critical incident reports
- consumer survey results (local and State)
- family satisfaction survey results (local and State)
- internal quality assurance processes

## **Part II     Priority Needs & Resources**

Based on input from the sources of information, describe the *service and support needs* of people with developmental disabilities in your region (irrespective of services currently provided by agencies in the region). Include identified needs that are both **being met** as well as those that are **unmet or under-met**. Consider both *current and projected (3-year) needs*. **Prioritize in order of importance** what is most highly valued in terms of needs (met and unmet/under-met). Consider this given the probability there will be fewer resources than required to meet all the needs of the region.

Questions to consider when gathering and prioritizing this information:

- What is working well?
- What should be changed or improved?
- What services are not helpful?
- What do self-advocates and families value about supports?
- How should things be done differently?
- What do self-advocates and families want more of, less of?
- What processes help with getting good services?
- What processes get in the way?
- Where do self-advocates and families want to be in three years?
- Where do self-advocates and families think the provider should be in three years?

In addition, identify what *strategies/resources* are offered in the region, including **collaboration** among agencies and organizations; locally, regionally and statewide. Strategies/resources may include:

- financial
- service providers

- staff/contractors
- experts
- volunteers
- state organizations
- community organizations
- alternative service options

Consider strategies/resources from both a ***program and system perspective***. This is not just a “laundry list” of services provided by agencies in the region, but resources that are used to meet identified needs (current and projected). Include ***strategies/resources that may not be currently available***.

Provide ***clarifying details*** on how these strategies/resources will meet the priority needs. Consider the ***degree and frequency of need***, as well as any ***reductions or reallocations in resources***. Include information on whether each priority need can be achieved through the use of ***existing funding/resources*** and/or if ***new funding/resources*** are needed.

### **Part III Outcomes**

**Regional Outcomes (goals):** Reflect on the **regional outcomes/goals** of the last 3-year plan and the annual updates -- which goals have you discontinued, which will you continue to work on and what have you achieved over the last three years. List the ***top outcomes/goals for your region*** that are ***realistic and achievable***. Think about what issues are causing the most difficulties and what issues will make the most difference if focused on. Include for each outcome:

- current status
- anticipated 3-year status
- action: what needs to happen to improve the outcome
- measure: how you will know when the outcome has been achieved

**System Outcomes (goals):** Give your recommendations for 2 – 3 system-wide outcomes/goals. These may either be based on concerns or ideas at the local level that have statewide significance or on other ideas you think the State system should pursue.

**VERMONT DEVELOPMENTAL SERVICES  
LOCAL SYSTEM OF CARE PLAN  
ATTACHMENT**

**Instructions for Year 2 Update  
FY 2006**

**Plan Update Period: July 1, 2005 – June 30, 2006**

**Date Due: January 31, 2005**

Identify any modifications to the Local System of Care Plan (FY 2005 – FY 2007). Only include ***new or changed information***. Provide updates for your region, as needed, in the following areas:

- ***Plan Development***
- ***Priority Needs & Resources***
- ***Outcomes***

# **VERMONT DEVELOPMENTAL SERVICES LOCAL SYSTEM OF CARE PLAN ATTACHMENT**

## **Instructions for Year 3 Update FY 2007**

**Plan Update Period: July 1, 2006 – June 30, 2007**

**Date Due: January 31, 2006**

Identify any modifications to the Local System of Care Plan (FY 2005 – FY 2007). Only include ***new or changed information***. Provide updates for your region, as needed, in the following areas:

- ***Plan Development***
- ***Priority Needs & Resources***
- ***Outcomes***